

AFC Unit \_\_\_\_\_

A35.300EH

APPOINTMENT REQUEST FORM EXTRA HELP

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ (Verify With Employee)

Effective Date \_\_\_\_\_ Hourly Rate \$ \_\_\_\_\_

Total Hours Approved For This Employee \_\_\_\_\_

From: \_\_\_\_\_ Through \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Unit Manager

ATTACHMENTS (as applicable):

A35.100 EH Approved Position Request form to hire Extra Help

A35.203 Authority to Release Information <sup>1</sup>

A35.209 Statement of Selective Service

A35.305 Citizenship Status Federal I-9 Form, revision date 8/07/09

A35.307 Residency Certification (emergency response employees only)

Emergency response extra-help new hires: residency requirement verified by supervisor, initial here \_\_\_\_\_

A130.100 Acceptance of Privilege To Operate A State Vehicle & Traffic Violation Report <sup>1</sup>

Employee Disclosure Forms F-3 through F-6

P200 Direct Deposit Form (mandatory), with copy of voided check

P300 Mandatory Direct Deposit Notification(interview process requirement) <sup>2</sup>

Employment Application

A85.100 Physical Examination Report **and**

A85.400(b) New Hire Medical Clearance Statement (**emergency response new hires only**)

A160.200 U.S. Department of Justice Public Safety Officer Beneficiary Form (fire fighters only)

APERS Employee Exclusion Acknowledgement, **copy of Social Security Card required**

A170.100 Acknowledgement of Receipt of Policy § 170, A170.100 (if CDL required)

A205.100 Code of Ethics Acknowledgement Form

State (AR4EC) and Federal (W-4) Exemption Forms (new hire only)

Revised: 4/30/2012

<sup>1</sup> Submit to AFC HR Dept for background check *before* job offer

<sup>2</sup> To request Direct Deposit Hardship Exemption complete Form OPM 236-B